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ABSTRACT

This document provides basic information on the requirements for operating child care facilities in Missouri. Included is information defining the types of child care in Missouri and describing state regulations regarding the following: (1) building and grounds; (2) furniture, equipment, and materials; (3) health and medical examinations for children and adults; (4) staff requirements, education, experience, and training; (5) requirements for the child care program, health, nutrition, transportation, and records and reports; (6) the Missouri Department of Health Child Care Rules; and (7) the licensing and inspection process. Also included in the document are contact information for child care units at district health offices and a request form for additional information. (KB)

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ED 420 364

# LICENSING AND INSPECTION OF CHILD CARE FACILITIES IN MISSOURI

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## Missouri Department of Health

## Bureau of Child Care Safety and Licensure

## July 1997

PS 026033

The purpose of this document is to provide basic information on the requirements for operating child care facilities in Missouri. A request form is provided on the last page that you can use to request additional information or if you would like to speak to a representative from the Missouri Department of Health's Bureau of Child Care Safety and Licensure. Representatives are located throughout the state and are responsible for the initial licensing or approval of child care facilities and for monitoring child care facilities for compliance with Missouri Department of Health's child care rules.

## Child Care Law

The responsibility for the licensing and inspection of child care facilities was delegated by statute in 1955. The statutes make it unlawful for any person to establish or operate a child care facility caring for more than four (4) unrelated children without being licensed.

## Types of Child Care

Child care may be provided in a family child care home, a group child care home, a child care center or a license-exempt facility (nursery school, summer camp or a facility run by a religious organization).

### Family Child Care Home

A "family child care home" is a child care program where child care is given by a person licensed as a family child care home provider. If there is one adult child care provider, family child care homes may be licensed for up to six children, including a maximum of three children under two and/or for up to ten children including a maximum of two children under two. If only four children are present, all the children may be under age two.

If the provider has an assistant present, the home may be licensed for up to ten children, including a maximum of four children under two, or for up to eight children who may all be under two.

### Group Child Care Home

A "group child care home" is a child care program where child care is given by a person licensed as a group child care home provider for 11-20 children. A group child care home may be in a location other than the provider's permanent residence or separate from the provider's living quarters. Group child care homes must meet the same requirements for staff/child ratios as child care centers.

### Child Care Center

Child care centers may provide care for any number of children dependent on the director's qualifications, available staffing, amount of usable indoor floor space, amount of outdoor play space and materials and equipment. A child care center may be in a location other than the provider's permanent residence or separate from the provider's living quarters.

### Nursery School

A "nursery school" is a program for preschool children that is operated for no more than four hours per child per day.

### Summer Camp

A "summer camp" is a program operated from May to September by a person or organization with the primary function of providing a summer recreational program for children no younger than five years of age, and providing no day care for children younger than five years of age in the same building or in the same outdoor play area.

### Child Care Programs Operated by a Religious Organization

Child care programs which are under exclusive control of a religious organization caring for children up to 18 years of age.

**Building and Grounds**

The premises of the facility must be safe and suitable for the care of children. Each building used must be in compliance with fire safety and sanitation requirements. It is the responsibility of the child care provider to inquire about local building and zoning requirements. The indoor child care area must provide at least 35 square feet of usable floor space per child.

The facility must have an adequate outdoor play area which is free of hazards. The area must provide at least 75 square feet of space per child. Outdoor play areas in group child care homes, child care centers and license-exempt facilities must be fenced to protect children. Outdoor play areas in family child care homes must be fenced if a need is indicated.

**Furniture, Equipment and Materials**

Sufficient furniture, equipment and materials must be provided for the number and ages of children in care to meet their physical and developmental needs. This includes sleeping equipment, tables and seating equipment, indoor play materials and equipment, and outdoor equipment.

**Health and Medical Examinations**

Children

A medical examination report for each preschool child must be on file at the facility within 30 days following admission of each child. The parent(s) of a school-age child must provide a report at the time of enrollment indicating the child's health history, any current health problems and any restrictions necessary for the child's care. Information that the child has completed age-appropriate immunizations, is exempt from immunization requirements or is in the process of completing immunizations must be on file at the facility before a child is accepted for care.

Adults

Family child care home providers must have a medical examination report on file at the time the facility is licensed. Family child care home assistants employed or volunteering more than five hours per week must have a medical examination report on file within 30 days of beginning work in the home.

All adults working in a capacity in a group child care home or child care center, including volunteers counted in staff/child ratios, must have a medical examination report on file at the time of initial licensure or within 30 days following employment.

Following the required medical examination report at the time of initial licensure or approval, all persons indicated above for licensed facilities must have a tuberculin skin test every year, a chest x-ray or appropriate follow-up of a previous examination indicating that the individual is free of contagion. License-exempt facilities require a tuberculin skin test every two years.

**Staff**

General Requirements

*All staff must* - be of good character and intent; be qualified to provide care conducive to the welfare of children; have knowledge of the needs of children; be sensitive to the capabilities, interests and problems of children; and be capable of handling emergencies promptly and intelligently.

All staff of group child care homes and child care centers, along with family child care home providers and their household members, will be screened for child abuse/neglect.

Education, Experience and Training

**Family Child Care Homes**

Family child care home providers and all assistants working more than five hours per week must receive at least 12 clock hours of child-care related training during each year of employment.

**Group Child Care Homes**

Group child care home providers must have at least 30 college semester hours with six of the hours in child-related courses; or 12 months' experience with six college semester hours in child-related courses; or a Child Development Associate Credential (CDA).

Group child care home providers, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child-care related training during each year of employment.

**Child Care Centers, Nursery Schools (not operated by a religious organization) and Summer Camps**

The education and experience requirements for directors of these child care facilities vary dependent on the size of the facility. A Department of Health representative can explain the specific requirements for each size facility. Center directors, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child-care related training during each year of employment.

**Child Care Programs Operated by a Religious Organization**

These programs do not need to meet educational requirements.

Required Staff/Child Ratios

The following staff/child ratios apply to group child care homes and child care centers:

| Ages of Children | Number of Children Per One Adult |
|---|---|
| Birth - two years | 4 |
| Two years of age | 8 |
| Three - four years of age | 10 |
| Five year of age and up | 16 |
| Mixed ages two and up | 10 |

**Child Care Program**

In centers, group homes, family homes, nursery schools, and summer camps, a child care program must be provided which must include appropriate supervision of children; emergency fire and tornado drills; positive discipline techniques with no physical punishment permitted; appropriate diapering and toilet training procedures; and a daily schedule of age-appropriate activities for children.

**Health Care**

The provider must meet specific requirements for reporting communicable diseases, caring for children when ill, administering medication, emergency care procedures, handwashing procedures and immunization of children.

**Nutrition**

The provider must supply and serve nutritious meals and snacks. Acceptable food components and serving sizes for meals and snacks are outlined in a chart for each group. Children's menus must be based on the chart.

**Transportation**

The provider is responsible for the care, safety and supervision of children on field trips and at any time children are transported away from the facility. Parents must be informed when field trips are planned and written parental consent must be on file for all field trips and transportation. Drivers and vehicles must meet the requirements of Missouri law.

**Records and Reports**

The provider must maintain accurate records to meet administrative requirements and to ensure knowledge of children and their families. Reports must be submitted to the Missouri Department of Health as required.

**Missouri Department of Health Child Care Rules**

The licensing rules for family child care homes are contained in a booklet entitled Licensing Rules for Family Child Care Homes In Missouri. The licensing rules for group child care homes and child care centers are contained in a booklet entitled Licensing Rules for Group Child Care Homes and Child Care Centers in Missouri. Rules regarding facilities operated by religious organizations and rules for nursery schools are contained in a booklet entitled Department of Health Rules for License-Exempt Child Care Facilities.

**Licensing and Inspection Process**

If you are interested in operating a child care facility, a representative will arrange an interview to discuss your child care plans, the rules and the licensing and/or inspection process for the type of facility you wish to operate.

You cannot provide care for more than four unrelated children without being licensed and/or inspected.

To become licensed, an application must be made on forms provided by the Bureau of Child Care Safety and Licensure. There is no charge for the application or the license. A license is issued for up to two years.

Upon receipt of a completed application, an investigation is made to determine compliance with rules. The investigation includes an inspection of the entire premises of the proposed facility by a child care representative, who then requests an inspection of the facility by personnel from the Division of Fire Safety. A sanitation inspection will also be conducted when required.

A representative will visit the facility and observe the program periodically to ensure continued compliance with the Missouri Department of Health's child care rules.

MISSOURI DEPARTMENT OF
HEALTH
Bureau of Child care Safety and Licensure
P.O. Box 570
Jefferson City, MO 65102

The Missouri Department of Health is responsible for protecting and promoting the health of Missourians by assessing health status and needs, developing policies and priorities, and assuring that the state is responding appropriately.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER — Services provided on a nondiscriminatory basis

This publication may be provided in alternative formats such as Braille, large print or audiotape by contacting the office listed above. TDD users can access the above phone number by calling 1-800-735-2966.

## STAFF AND LOCATIONS

**Central District Health Office**
Child Care Unit
210 El Mercado
Jefferson City MO 65101
(573) 751-2891

Patricia Murray Cook
Sue Porting
Howard Keen
James Parsley
Bill Smith

**Boone County**
101 Park Deville Drive
Columbia MO 65203
(573) 882-9399

Glenda Blessman
Frances Holbrook
Rodney Southard

**Northeastern District Health Office**
Child Care Unit
708 Patton Street
P.O. Box 309
Macon, MO 63552
(816) 385-3125

Sherrie Wills

**Southwestern District Health Office**
Child Care Unit
PO Box 77, MPO
1414 West Elfindale
Springfield MO 65801
(417) 895-6541

Janice Ksara
Andrea Letsinger
Jerry Bertoldie
Phyllis Clayton
Marilyn Finn
Jack Hicks
Floyd Wood

**Joplin Area Health Office**
Child Care Unit
Sears Plaza Mini Mall
705 Illinois, Box 4A
Joplin MO 64801
(417)629-3183

Danette Bray
Carole Hayes
James White

**Southeastern District Health Office**
Child Care Unit
2875 James Boulevard
Poplar Bluff, MO 63901
(573) 840-9720

Kathy Harris
Patti Hazel
Paula Cates

**Eastern District Health Office**
Child Care Unit
220 S. Jefferson
St. Louis, MO 63103
(314) 877-0210

Susan Kritis
Marge West
Mary Spencer
Janice Bruning
Kenneth Buchholz
Lauri Choate
Brenda Elliot
Shirley Ellis
Evelyn Erby
Pat Grady
Susan Harvey
Monica Kemezys
Elmethar Kizzart
Diane Levy
Dale Lindberg
Renee McFerron
Susan Pearson
Jean Rosenfeld
Nancy Scherer
Lyn Sheahan
John Smith
Debbie Weber

**Northwestern District Health Office**
Child Care Unit
13901 Noland Court
Independence MO 64055
(816) 325-5860

Mary Ann Heryer
Ann Ditty
Gayle Gerber
Joy Cissna
Nancy Culver
Marilyn Davis
Mary Epperson
Pam Garrett
Deborah Harris
Peggy Hastings
Elizabeth Heaton
Joyce McFadden
Cheryl Murphy
Diana Tannehill
Judy Welsh
Helen Williams

**Cameron Area Health Office**
Child Care Unit
219 North Chestnut Box 230
Cameron, MO 64506
(816) 632-2107

Neva Buzzard
Ann Waggoner

**Cape Girardeau Area Health Office**
Child Care Unit
710 Southern Expressway, Suite B
Cape Girardeau, MO 63703
(573) 290-5809

Deanna Long
Ann Hall
Lisa Russell

**Child Care Unit**
P.O. Box 1850
Lebanon, MO 65536

(417) 588-7956 - Gail Anderson
(417) 589-6046 - Virginia Bounds

**Child Care Unit**
P.O. Box 485
Park Hills, MO 63601
(573) 562-7621

Valerie Brown

**Child Care Unit**
P.O. Box 318
Chillicothe, MO 64601
(816) 646-4261

Fay Downey

**Child Care Unit**
P.O. Box 959
Warrensburg, MO 64093
(816) 747-2743

Pat Perryman

**Child Care Unit**
P.O. Box 150
Lamar, MO 64759
(417) 682-9592

Tim Phillips

**Child Care Unit**
P.O. Box 320
Warrensburg, MO 64093
(816) 747-2751

Mary Ann Simmons

**Child Care Unit**
PO Box 275
St. Clair, MO 63077-0275
(314) 629-0462

Marilyn Spears

**Child Care Unit**
P.O. Box 339
Mexico, MO 65265
(573) 581-9489

Sarah Thompson

THANK YOU FOR YOUR INTEREST IN CHILD CARE.
IF YOU HAVE QUESTIONS, PLEASE CONTACT THE CHILD CARE REPRESENTATIVE FOR YOUR COUNTY. THE ADDRESSES AND PHONE NUMBERS ARE ON THE OTHER SIDE.

| | | |
|---|---|---|
| 1. | Adair - | Northeastern District |
| 3. | Andrew - | Neva Buzzard |
| 5. | Atchison - | Neva Buzzard |
| 7. | Audrain - | Susan Liley |
| 9. | Barry - | James White |
| 11. | Barton - | Danette Bray |
| 13. | Bates - | Tim Phillips |
| 15. | Benton - | Tim Phillips |
| 17. | Bollinger - | Lisa Russell |
| 19. | Boone - | Southard, Blessman, Holbrook |
| 21. | Buchanan - | Waggoner, Buzzard |
| 23. | Butler - | Patti Hazel |
| 25. | Caldwell - | Ann Waggoner |
| 27. | Callaway - | Susan Liley |
| 29. | Camden - | Gail Anderson |
| 31. | Cape Girardeau - | Ann Hall |
| 33. | Carroll - | Fay Downey |
| 35. | Carter - | Patti Hazel |
| 37. | Cass - | Northwestern District |
| 39. | Cedar - | Tim Phillips |
| 41. | Chariton - | Fay Downey |
| 43. | Christian - | Phyllis Clayton |
| 45. | Clark - | Northeastern District |
| 47. | Clay - | Northwestern District |
| 49. | Clinton - | Ann Waggoner |
| 51. | Cole - | Howard Keen |
| 53. | Cooper (part) - | Perryman, Simmons |
| 55. | Crawford - | Marilyn Spears |
| 57. | Dade - | Carole Hayes |
| 59. | Dallas - | Marilyn Finn |
| 61. | Daviess - | Ann Waggoner |
| 63. | DeKalb - | Ann Waggoner |
| 65. | Dent - | Valerie Brown |
| 67. | Douglas - | Jack Hicks |
| 69. | Dunklin - | Patti Hazel |
| 71. | Franklin - | Marilyn Spears |
| 73. | Gasconade - | Virginia Bounds |
| 75. | Gentry - | Neva Buzzard |
| 77. | Greene Co. - | Finn, Wood, Clayton, Hicks |
| 79. | Grundy - | Fay Downey |
| 81. | Harrison - | Neva Buzzard |
| 83. | Henry - | Tim Phillips |
| 85. | Hickory - | Tim Phillips |
| 87. | Holt - | Neva Buzzard |
| 89. | Howard - | Fay Downey |
| 91. | Howell - | Jack Hicks |
| 93. | Iron - | Valerie Brown |
| 95. | Jackson - | Northwestern District |
| 97. | Jasper - | Bray, Hayes |
| 99. | Jefferson (Part) - | Eastern Distrct, Brown |
| 101. | Johnson - | Pat Perryman |
| 103. | Knox - | Northeastern District |
| 105. | Laclede - | Anderson, Bounds |
| 107. | LaFayette - | Perryman, Cissna |
| 109. | Lawrence - | Carole Hayes |
| 111. | Lewis - | Northeastern District |
| 113. | Lincoln - | Renee McFerron |
| 115. | Linn - | Fay Downey |
| 117. | Livingston - | Fay Downey |
| 119. | McDonald - | Danette Bray |
| 121. | Macon - | Northeastern District |
| 123. | Madison - | Lisa Russell |
| 125. | Maries - | Virginia Bounds |
| 127. | Marion - | Sarah Thompson |
| 129. | Mercer - | Neva Buzzard |
| 131. | Miller - | Gail Anderson |
| 133. | Mississippi - | Lisa Russell |
| 135. | Moniteau - | Mary Ann Simmons |
| 137. | Monroe - | Sarah Thompson |
| 139. | Montgomery - | Diane Levy |
| 141. | Morgan - | Gail Anderson |
| 143. | New Madrid - | Kathy Harris |
| 145. | Newton - | James White |
| 147. | Nodaway - | Neva Buzzard |
| 149. | Oregon - | Patti Hazel |
| 151. | Osage - | Sue Porting |
| 153. | Ozark - | Jack Hicks |
| 155. | Pemiscot - | Kathy Harris |
| 157. | Perry - | Ann Hall |
| 159. | Pettis - | Mary Ann Simmons |
| 161. | Phelps - | Virginia Bounds |
| 163. | Pike - | Renee McFerron |
| 165. | Platte - | Waggoner, Epperson |
| 167. | Polk - | Tim Phillips |
| 169. | Pulaski - | Gail Anderson |
| 171. | Putnam - | Northeastern District |
| 173. | Ralls - | Sarah Thompson |
| 175. | Randolph - | Rod Southard |
| 177. | Ray - | Northwestern District |
| 179. | Reynolds - | Patti Hazel |
| 181. | Ripley - | Patti Hazel |
| 183. | St. Charles - | Levy, McFerron |
| 185. | St. Clair - | Tim Phillips |
| 187. | St. Francois - | Valerie Brown |
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| 191. | Ste. Genevieve - | Hall, Russell |
| 195. | Saline - | Pat Perryman |
| 197. | Schuyler - | Northeastern District |
| 199. | Scotland - | Northeastern District |
| 201. | Scott - | Kathy Harris |
| 203. | Shannon - | Patti Hazel |
| 205. | Shelby - | Sarah Thompson |
| 207. | Stoddard - | Patti Hazel |
| 209. | Stone - | James White |
| 211. | Sullivan - | Northeastern District |
| 213. | Taney - | Floyd Wood |
| 215. | Texas - | Jack Hicks |
| 217. | Vernon - | Tim Phillips |
| 219. | Warren - | Diane Levy |
| 221. | Washington - | Valerie Brown |
| 223. | Wayne - | Patti Hazel |
| 225. | Webster - | Jack Hicks |
| 227. | Worth - | Neva Buzzard |
| 229. | Wright - | Jack Hicks |
| 510. | St. Louis City - | Eastern District |

# REQUEST FORM

If you are interested in establishing a Child Care Facility, and would like additional information, please complete this form and return it to the appropriate address for your county (see listings on pages 5 and 6).

I am interested in more information on establishing (please choose only one):

- ☐ Family Child Care Home (1 - 10 children)
- ☐ Group Child Care Home (11 - 20 children)
- ☐ Child Care Center
- ☐ Program Operated by a Religious Organization
- ☐ Nursery School
- ☐ Summer Camp

☐ Please mail me more information. ☐ Please have a representative contact me.

Name: _____

Address: _____

_____

Daytime Phone: _____

County: _____